

# **BYLAWS OF THE BLOOMINGTON COMMUNITY PROJECT AREA COMMITTEE**

## **Bloomington Redevelopment Project Area**

### **ARTICLE I – THE COMMITTEE**

#### **Section I. Committee Name**

The name of the committee shall be the “Bloomington Community Project Area Committee” (PAC).

#### **Section II. PAC Membership**

The PAC is an advisory only body instituted as required by Health and Safety Code Section 33385. In accordance with Health and Safety Code section 33386, it is intended as a means of providing information to the community regarding the Redevelopment Plan and to provide community feedback to the County of San Bernardino Redevelopment Agency (Agency) regarding redevelopment activities.

The PAC shall be an advisory body composed of up to nine (9), and no less than five (5) members. Membership in the PAC shall be as specified in the Project Area Formation Election Procedures (the “Formation and Election Procedures”), as adopted by Resolution No. 2005-022 of the San Bernardino County Board of Supervisors (the “Board of Supervisors”) on February 8, 2005. The Formation and Election Procedures are attached hereto as Exhibit “A” and are incorporated herein by this reference.

Members of the PAC will serve during the adoption period for the Bloomington Redevelopment Project Area Plan (the “Plan”) and for three (3) years thereafter. PAC members may request that this three (3) year period be extended by the County of San Bernardino Board of Supervisors by a resolution.

The terms of all members of the PAC shall expire on the date that is the third anniversary of the date of adoption of the Plan. A member shall be terminated in the event that the member does not meet the qualifications for candidacy in the membership category to which he or she was elected, as established by Resolution No. 2005-023.

#### **Section III. Purpose**

The PAC is an advisory body to the Agency, on matters relating to redevelopment in the proposed Bloomington Redevelopment Project Area (Project Area). In accordance with Health and Safety Code Section 33386, the PAC shall provide a means for residents within the Project Area to relay their redevelopment related policy objectives to the Agency, in addition to policy matters that deal with the planning and provision of residential facilities for residents displaced by redevelopment activities.

#### **Section IV. Vacancies**

Vacancies on the PAC that occur after the PAC formation election shall be filled in accordance with the Formation and Election Procedures.

## **Section V. Resignation**

Any PAC member may resign at any time by giving written notice to the Agency Executive Director. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

## **Section VI. Termination of Members**

Upon the recommendation of a two-thirds vote of the PAC, a PAC member may be terminated by the Agency's Board of Directors. Before the PAC can take action to vote to terminate a member, the action must be agendaized on two consecutive PAC agendas. Should the Agency find that a member should be terminated from the PAC, it shall submit its concerns in writing to the PAC.

## **Section VII. Compensation**

In accordance with California Redevelopment Law, members of the PAC shall serve without compensation.

## **Section VIII. Financial Disclosure Requirements**

All PAC members shall be required to submit annual Financial Disclosure Forms as required by the Fair Political Practices Commission. Failure to submit the report within the required time shall be a basis of disqualification from the PAC.

## **Section IX. Absence from Meetings**

If a PAC member needs to miss a regularly scheduled meeting, he/she must notify the Chair; or Vice Chair if the Chair is unavailable; or Agency staff if neither the Chair nor Vice Chair are unavailable, prior to the meeting and advise of his/her intent to be absent and the reason therefore. An excused absence will be granted for reasons that are urgent and important, and not for convenience. The Chair shall present the reason for the member's absence after roll call at the meeting in question and the PAC will vote to accept the absence as excused or unexcused. A simple majority of the members will prevail.

Unexcused absences from any two (2) meetings in any one (1) year period will result in a termination of membership. The vacancy shall be filled as provided in Section IV.

# **ARTICLE II – OFFICES AND COMMITTEES**

## **Section I. Officers**

At the first meeting held after the election of PAC members is certified pursuant to the Formation and Election Procedures, and each year at the first meeting held after January 1, beginning on January 1, 2006, the PAC, from among its membership, shall elect a Chairperson and a Vice-Chairperson. The Chairperson shall preside at all meetings of the PAC. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Should the office of the Chairperson or the Vice-Chairperson become vacant, the PAC shall elect a successor from among the PAC members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

The Agency shall act as the Secretary and prepare the minutes of the meetings. The minutes shall be prepared in the "Fair Statement" style. PAC members are encouraged to keep their own notes of the meeting for comparison with those submitted by the Agency.

## **Section II. Subcommittees**

As necessary to meet the purpose of the PAC, as provided in Article I, Section III, the PAC may utilize either standing or ad hoc subcommittees.

Standing subcommittees are appointed by the PAC. Standing subcommittee meetings shall be noticed and conducted pursuant to the Ralph M. Brown Act (Section 54950 and following of the California Government Code). Accordingly, a written notice of the date, time, and place of any regular meeting shall be posted seventy-two (72) hours before the meeting is to begin, and at the same time it is posted, said notice shall also be mailed to those requesting such notices by mail.

Ad hoc subcommittees are not appointed by the PAC, and are formed to deal with a particular issue. After the issue has been resolved, the ad hoc subcommittee shall be disbanded.

Subcommittees may have no more than four (4) members

## **Section III. Staff and Employees**

The Executive Director of the Redevelopment Agency of the County of San Bernardino (the "Agency"), or a designee, shall provide technical assistance to, and staff support for, the PAC, and shall further act as liaison from the Board of Supervisors and the Agency to the PAC so that policies of the Board of Supervisors and the Agency are known to the PAC.

If the Legislative Body specifically allocates funds or equivalent resources to the PAC, the PAC may use such funds or equivalent resources for a PAC office, equipment, and supplies, legal counsel, and adequate staff for the purposes of the PAC upon approval of the legislative body. No funds allocated under this section shall be used for any litigation, other than litigation to enforce or defend the rights of the PAC under this part. The PAC may employ such other officers and agents as it deems appropriate, subject to the availability of funds. Employees of the County assigned to the PAC shall assist the PAC in the conduct of their duties and perform such other duties as determined by the PAC.

# **ARTICLE III. - MEETINGS**

## **Section I. Meetings**

During the Project adoption process, the PAC shall hold meetings on a regular basis as determined by the Agency. For a period of three (3) years following the adoption of the Project, the PAC shall meet at least semi-annually at a time and place determined by the PAC and set by Agency Staff. Calls for a regular meeting shall state the date, time, and place of the meeting. All deliberations and proceedings of the PAC shall be public. The PAC shall keep minutes of its proceedings, and such minutes shall be of public record. The meetings shall be noticed and conducted pursuant to the Ralph M. Brown Act (Section 54950 and following of the California Government Code). Accordingly, a written notice of the date, time, and place of any regular meeting shall be posted seventy-two (72) hours before the meeting is to begin, and at the same time it is posted, said notice shall also be mailed to those requesting such notices by mail.

Any meeting of the PAC may be adjourned to an adjourned meeting without the need for notice requirements providing the adjournment indicates the date, time and place of the adjourned meeting. PAC members absent from the meeting at which the adjournment decision is made shall be notified by Agency staff of the adjourned meeting.

## **Section II. Rules of Procedure**

The procedures set forth in Robert's Rules of Order, current edition, shall prevail.

A quorum shall be defined as a majority of the current members of the PAC. Approval, conditional approval, or denial of any motion shall be by a simple majority vote of those present and voting on the motion. A tie vote on a motion to approve or conditionally approve shall constitute a failure of the motion.

Public comment shall be provided for at all meetings of the PAC. Each speaker shall be limited to five minutes.

All PAC participants must observe appropriate conduct and refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the PAC meeting is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the PAC meeting, is a violation of these bylaws. PAC members who violate the Rules of Procedure may be terminated as provided in Article I, Section VI.

### **Section III. Order of Business**

The following shall be the typical order of business at regular meetings of the PAC; however, by a simple majority vote of those present and voting, items may be considered out of order for the convenience of guests or the public:

1. Call to Order and Roll Call
  - a. Approval of Absences
  - b. Approval of Agenda
2. Approval of minutes of previous meeting
3. Reports
4. Old Business
5. New Business
6. Public Comments
7. PAC Member Comments
8. Staff Comments
9. Adjournment

### **Section IV. Amendments to Bylaws**

The Bylaws of the PAC shall be amended only upon the affirmative vote of a simple majority of the members of the PAC present and voting, taken at a regular duly noticed meeting of the PAC.